Project Tree and Correcting Grant/Project Errors

Purpose: Use the following Project Tree, CTC_GM_KK_ACCOUNT, as an overview of the Grant/Project Roll-Up Expense Budgets in ctcLink.

Audience: Finance users.

Project Tree - CTC_GM_KK_ACCOUNT (Updated 2/1/2023)

> ❗ Grants and Projects are in ctcLink are budgeted at the **Roll-Up** level within the Grants and Project Costing Modules.
>
> Some examples:
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> - SALARY Budget is created at the Salaries and Wages roll-up account# 5000003 and transactions or expenses occur at the Transaction or Detail Level Accounts 5000050, 5000110. etc.
> - GDSVC Budget is created at Goods & Routine Services roll-up account# 5030003 and transactions or expenses occur at the Transaction or Detail Level Accounts 5030010, 5050030, 5081112, etc.

> 💡 When budgeting in the Grants and Project Costing Modules, select the Budget Item (i.e. SALARY or GDSVC) from the lookup list and the GL Account roll-up field value will auto-populate based on the Budget Item description. Name of Budget Items are shown below in parentheses.

Project Tree - CTC_GM_KK_ACCOUNT	
5000003 - Salaries and Wages (SALARY)	**5040003 - Capital Expenses (COP_CAP_PURCH)**
5000010 - 5000199	5040010 - 5040290
5081010 - Intra Agency Transfer Salaries	5081060 - Intra Agncy Transfer Cap

	Outlay
5081012 - 5081019	5110030 - COP Lease/Purchase Principal
5010003 - Benefits (FRINGE)	5110040 - COP Lease/Purchase Interest
5010010 - 5010199	5110050 - Original Issue-COP Debt Cost
5081020 - Intra Agncy Transfer Benefits	5110060 - Interest Expense
5020003 - Grants, Scl. ships,Fellowships (TUITION)*	5110120 - Equipment Leases - Interest
5020999 - DO NOT USE*	5110130 - 5110140
5020004 - F and A Admin Rollup (FACADMIN)	**5050003 - Contracted Services (CONTSV)**
5020020 - Indirect Cost	5050040 - 5050060
5020021 - FA Offset	5050100 - 5050160
5020029 - FinAid/Direct Aid to Students (FINAID)	5050165 - Communication Services
5020030 - 5020449	5081030 - Intra Agncy Transfer Prof Svcs
5081072 - Intra Agncy Reimb Tuition-Aid	**5050009 - Direct Pmt Rollup (DIRPMT)***
5020450 - Other Direct Aid (OTHER_DIR_AID)	5050010 - Direct Payments to Clients - DO NOT USE*
5020455 - 5020499	**5050019 - Contracted Grant Services (CONTGM)**
5030003 - Goods Routine Services (GDSVC)	5020010 - Other Grants and Benefits- DO NOT USE*
5020015 - Grant, Client Services	5020023 - 5020027
5030010 - 5030060	5050020 - Payment for Direct Client Svcs
5030120 - 5030210	5050023 - 5050027
5050030 - Purchased Services	5081070 - Intra Agncy Trnsfr GrntsBenSvc
5050070 - 5050090	5081074 - Intra Agncy Reimb - Cntr Grnts
5060010 - 5060060	5081395 - Intercollege Payments

5081040 - Intra Agency Transfer Goods/Svc	**5080004 - Travel (TRAVEL)**
5081090 - Printing and Reproduction	5080010 - 5080070
5081100 - 5081110	5081050 - Intra Agncy Transfer Travel
5081112 - Equipment Rental/Leases LT	**5081004 - Other Expenses (OTHER)**
5081114 - Equipment Rental/Leases ST	5050170 - Conv Misc Expenses
5081115 - Variable Lease Pmts - Equip	
5081130 - 5081260	5081116 - Conference Exhibit Meeting Sp
5030004 - Equipment Budget Rollup (EQUIP)	5081120 - Subscriptions
5030070 - 5030110	
5081062 - Intra Agncy Reimb-Equip	

*Denotes accounts and budget items that will be deleted. Do not add new budget or expenses to these.

Links to QRGs on Grant/Project Budget Errors & Corrections

- [Common Budget Exceptions and Corrective Actions](#)
- [Commitment Control Summary for Grants/Contracts/Projects](#) - use this document as a guide to control expenditures and budget checks in ctcLink.
- [Review Budget Exceptions by Budget Chartfield](#)
- [Correcting Grant/Project Accounting Entries in Accounts Payable (Journal Voucher)](#)
- [Correcting Grant/Project Accounting Entries in General Ledger (External Transactions from Payroll or Student Financials)](#)
- [Correcting Grant/Project Accounting Entries in T&E (Travel & Expenses - Journal Expense Report)](#)